








**Steppingstones to Chartered Status.**  
**How to get the best out of the process and what to put in your CPD Portal.**

1. Select the activities and resources that interest you.
2. Make a note of the activity, date, and tag reference on your membership page under CPD.
3. Undertake the activity and write up the following information in your CPD
  - a. What did you learn?
  - b. How and when will you put this into practice?
  - c. Attach any evidence of how your learning has been applied, this might include, plans minutes, records, or reports; risk or other assessments, proformas or tender calculations, observation reports or witness testimonies.

Tag	Examples of what to include in your CPD write up
 <p>Planning &amp; organising</p>	<p><b>1.1 Planning and Organising Work</b></p> <ul style="list-style-type: none"> <li>• Your step-by-step process for planning and organising your work.</li> <li>• Examples of deciding, planning, and organising how and where to use human resources.</li> <li>• The tools you used to induct and build team relations.</li> <li>• A demonstration of how you identified team learning needs.</li> <li>• Tools you used for planning and organising a team, such as coaching skills, toolbox talks, meeting agendas and notes to achieve the required outcomes.</li> </ul>
 <p>Quality and Health &amp; Safety</p>	<p><b>Unit 1.2 Managing Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Your step by step process for risk assessment and safety method statements set out in HSE documentation.</li> </ul> <p><b>Unit 1.3 Managing Quality</b></p> <ul style="list-style-type: none"> <li>• What you require for quality in a particular scenario.</li> <li>• Your method for validating this.</li> <li>• What you do when things go wrong.</li> <li>• How you put things right to prevent problems in the future.</li> </ul>

 <p>Sustainable Construction Development</p>	<p><b>Unit 1.4 Implementing Sustainable Construction and Development</b></p> <ul style="list-style-type: none"> <li>• Which sustainable construction practices and measures you use.</li> <li>• How do you select these measures?</li> </ul>
 <p>Communication &amp; Personal effectiveness</p>	<p><b>Unit 2.1 Communication</b></p> <ul style="list-style-type: none"> <li>• How you plan and manage formal meetings and collecting outcomes. (Tip: save the minutes of the meetings you chaired with details of the outcomes in your members portal.)</li> <li>• Feedback you receive from delegates on your style of interaction and how these impact on your development.</li> <li>• How you deal with disagreement or conflict?</li> <li>• How do you resolve these issues?</li> </ul> <p><b>Unit 2.5 Personal Effectiveness at Work (Inc. 2.6 Innovation)</b></p> <ul style="list-style-type: none"> <li>• How do you put together teams to achieve effective results?</li> <li>• How do you make sure tasks are understood in complex scenarios?</li> <li>• Your tools to set and agree tasks, standards, and methods to improve processes and implementation.</li> <li>• How you evaluate team strengths and weaknesses when allocating skills to the tasks.</li> <li>• Managing disagreements in your team.</li> </ul>
 <p>Decision Making &amp; Leadership</p>	<p><b>2.2 Decision Making</b></p> <ul style="list-style-type: none"> <li>• How you break down problems and their causes.</li> <li>• How you develop potential solutions and making optional choices.</li> <li>• Implementing solutions and avoiding future pitfalls.</li> </ul> <p><b>Unit 2.4 Leadership and Strategic/Financial Management</b></p> <ul style="list-style-type: none"> <li>• Methods of minimizing business risks.</li> <li>• Effective risk management measures.</li> <li>• Procurement processes and selecting suppliers.</li> <li>• Budgeting, managing costs and variances.</li> </ul>

	<ul style="list-style-type: none"> <li>• Time management strategies and resources.</li> </ul>
 <p>Commercial &amp; Contractual Knowledge</p>	<p><b>Unit 1.5 Knowledge of Commercial, Contractual and Legal Issues</b></p> <ul style="list-style-type: none"> <li>• How you interpret, apply and support corporate governance objectives.</li> <li>• How you demonstrate integrity and professionalism.</li> <li>• How you select and apply construction and built environment contracts and legal frameworks.</li> </ul> <p><b>Unit 2.3 Managing Information</b></p> <ul style="list-style-type: none"> <li>• How you compile effective persons specifications, job descriptions and/or supplier briefs.</li> <li>• How you manage information flows, including permissions and confidentiality requirements.</li> </ul>
 <p>Ethics &amp; Professionalism</p>	<p><b>Unit 3.1 – Professional Judgement, Responsibility and (3.2) Commitment to Code of Ethics</b></p> <ul style="list-style-type: none"> <li>• How you develop and apply judgement - ethical, legal and moral dilemmas in the built environment.</li> <li>• How you use your knowledge to support others.</li> </ul> <p><b>Unit 3.3 Commitment to CPD</b></p> <ul style="list-style-type: none"> <li>• How you evaluate and interpret your strengths and weaknesses.</li> <li>• What you do to support your development.</li> </ul>